Outlook Web Access 2007
Quick Start Guide

Crowder College

Connecting
Using your browser, browse to the URL https://g876/g396/g349/g282/g286/g396/g373/g258/g349/g367/g856/g272/g396/g381/g449/g282/g286/g396/g856/g286/g282/g437
You will be prompted for your credentials. You can also click on the Web E-Mail link from the Crowder Website.

Your experience will vary slightly depending upon which browser you use and if you utilize Outlook Web Access Light. Outlook Web Access Light (as opposed to Outlook Web Access Premium) is faster at the expense of enhanced features, such as the ability to right-click on objects for actions and drag-and-drop functionality. It is an option for Internet Explorer running on Windows computers and is mandatory for other browsers.

When logging on, be mindful of the Security options. The more secure, public computer option is selected by default. Selecting the private computer option increases the inactivity timeout. You should always logout of Outlook Web Access when you leave your computer.
When you first logon, you will be prompted to set your **Language**, **Time Zone** and **Visibility** settings. This only occurs for new mailboxes and can be adjusted later, if needed.
Mail

Upon logon, you are presented with your **Inbox**. The screen is divided into 2 main sections. To the left is a series of buttons for various sections, such as **Mail**, **Calendar** and **Tasks**. When selecting a section, its contents are revealed.

- **The Calendar** folder displays your schedule and calendar items.
- **The Contacts** folder contains your personal contacts information.
- When you delete a message, it is placed in the **Deleted Items** folder. Please empty this folder regularly.
- **The Drafts** folder holds items that you have sent yet.
- Mail you receive is stored in the **Inbox**.
- **The Junk E-mail** folder is where possible spam messages are moved.
- **The Notes** folder is a place to keep small bits of information.
- When a message is sent, it stays in the **Outbox** until delivered to the mail system.
- If you use Outlook 2003/2007 as well, you can view your **Search Folders**.
- By default, every message you send is copied to the **Sent Items** folder. Please clean out this folder regularly.
- You may keep track of your to do
You will view your received messages and compose new messages in the Inbox. To view a message, simply double-click it. You can delete a message by selecting it (click on it in IE, check the selection box in other browsers) and then clicking the Delete icon. If you are using the premium client, you can right-click on a message to perform actions and drag-select multiple messages at once.

Click to compose a New Message in the window that appears.

Use this drop-down button to set your Reading Pane to Off, Below or Right. (P - Premium client only)

The Single Line button toggles between showing details in one line or more. (P)

Click the Delete button to move selected items to your Deleted Items (recycler) folder.

Move allows you to move (or copy with the Premium client) selected items to another folder.

To check for new messages, click the Check Messages button.

Set selected message to Read. (L – Light client only)

Set selected messages to Unread. (L)

Use the Reply or Reply to All button to create reply messages from selected items (P).

You can send the selected message to another address using the Forward button (P).

When you have many messages, they cannot all be displayed on a single page. Use the First Page, Back, Forward and Last Page buttons to move around.

Log Off Of course, select Log Off when you are finished using OWA or are leaving your desk.
Creating Messages

When you click the **New Message** icon, you will be presented with an area to compose your message. Enter the recipient address in the **To**... (or **Cc**... to be “carbon copied”) areas. You may Click on **To**... or **Cc**... to bring up an address book of known recipients.

Enter a brief, descriptive subject on the **Subject** line. Enter your message below.

When using the Premium client, you can modify your message appearance using the formatting toolbar. **Note:** Formatting is not available for text-formatted messages.
You may set your message to **High**, **Normal** or **Low** importance. This will add a corresponding icon to the message (though it is up to the recipient to treat it as such).

You may also elect to request delivery and read receipts for the message. However, the recipient may set their system not to respond to these.

Encryption and Digital Signatures are available in environments that have configured them.
Address Book

Your **Address Book** can show company contacts listed in the Global Address Book (GAL) or contacts from your personal contact list.

Bcc refers to Blind Carbon Copies. Recipients in the To and Cc fields will not see recipients in the Bcc list. Use with caution- if the Bcc recipient replies to all, your hidden recipient will be revealed!

Calendar

Your schedule is available from the **Calendar** section. When creating new appointments, you may invite others to attend and reserve resources.
Contacts

Your personal contacts viewed in the Contacts folder.

Use the Search bar to scour your list and find particular contacts quickly.

Tasks

The Light client tends to hide additional folders, such as Tasks. Click More Folders to allow you to select.
Notes
Keep short, simple text items in the Notes folder.

Options

Language
Which language do you want Outlook Web Access to use?
Choose language: English (United States)  

The language you choose will determine the date and time settings below.

Date and Time Formats
Date style: 1/21/1999  
Time style: 1:01 AM - 11:59 PM  
Current time zone: (GMT-08:00) Pacific Time (US & Canada)
Message Options

Number of items to display per page: 50

After moving or deleting an item:
- Play a sound when new items arrive
- Display a notification when new e-mail items arrive
- Display a notification when new voice mail items arrive
- Display a notification when new fax items arrive

E-mail Signature

[Text area for e-mail signature]

Automatically include my signature on outgoing messages

Message Format

Compose in this message format:
- HTML
- Plain text

Choose message font: 10pt. Tahoma

Message Tracking Options

Choose how to respond to requests for read receipts:
- Ask me before sending a response
- Always send a response
- Never send a response

Reading Pane Options

- Mark the item displayed in the Reading Pane as Read
- Wait [5] seconds before marking the item as Read
- Mark the item as Read when the selection changes
- Do not automatically mark items as Read
Spelling Options

- Ignore words in UPPERCASE
- Ignore words with numbers
- Always check spelling before sending

Dictionary Language

Choose which dictionary to use when checking your spelling.
Language: English (United States)

Note: If you want to check spelling in a different language, you can change the language in each message before checking spelling using the Spelling menu.

Calendar Options

- Show week numbers
- First day of week:
- Show hours in:
  - 15-minute increments
  - 30-minute increments

Calendar Work Week

- Show weeks as:
- Start time: 8:00 AM
- End time: 5:00 PM

Reminder Options

- Show reminder alerts
- Play a sound when a reminder is due
  Default reminder: 15 minutes

Automatic Calendar Processing

Control how meetings are updated on your calendar. Existing calendar items are automatically updated when a meeting update, cancellation, or response arrives or you receive a notification that a meeting was forwarded. Meeting responses are not sent back to meeting organizers.

- Automatically place new meeting requests on my calendar, marked Tentative
- Move out-of-date meeting requests and responses to the Deleted Items folder
- Automatically process requests and responses from external senders
- Move notifications about forwarded meetings to the Deleted Items folder
Out of Office Assistant

Create Out of Office messages here. You can either choose to send auto-replies to senders while you are out of the office or for a specific period of time.

- Do not send Out of Office auto-replies
- Send Out of Office auto-replies
  - Send Out of Office auto-replies only during this time period:
    - Start time: Thu 8/21/2008 10:00 AM
    - End time: Fri 8/22/2008 10:00 AM

Send an auto-reply once to each sender inside my organization with the following message:

- Send Out of Office auto-replies to External Senders
  - Send Out of Office auto-replies only to senders in my Contacts list
  - Send Out of Office auto-replies to anyone outside my organization

Send an auto-reply once to each sender outside my organization with the following messages:

Rules

- New Rule
- Change Rule
- Delete

Rule (applied in the order shown): Email from Friends
### E-Mail Security

For maximum email security, download and install the S/MIME control onto all computers that are used to access Outlook Web Access. S/MIME is a security feature that enables you to encrypt and digitally sign e-mail messages that you send out, view encrypted content in messages that you receive, and verify senders’ digital signatures. You must have a digital ID, also known as a certificate, to use the S/MIME control. For more information, contact technical support for your organization.

This computer has the most recent version of the S/MIME control installed. You can configure your e-mail security preferences below.

- [ ] Encrypt contents and attachments of all outgoing messages
- [ ] Add a digital signature to all outgoing messages
- [ ] Reinstall the Outlook Web Access S/MIME control

### Junk E-Mail

- [ ] Do not filter junk e-mail
- [x] Automatically filter junk e-mail

#### Manage Safe Senders List

E-mail from e-mail addresses in your Safe Senders List will never be treated as junk e-mail.

You can include e-mail addresses or entire domain names in this list.

<table>
<thead>
<tr>
<th>Safe Senders</th>
<th>Add</th>
<th>Edit</th>
<th>Remove</th>
</tr>
</thead>
</table>

- [ ] Also trust e-mail from my Contacts

#### Manage Blocked Senders List

E-mail from e-mail addresses or domain names on your Blocked Senders List will always be treated as junk e-mail.

<table>
<thead>
<tr>
<th>Blocked Senders</th>
<th>Add</th>
<th>Edit</th>
<th>Remove</th>
</tr>
</thead>
</table>

#### Manage Safe Recipients List

E-mail that is sent to e-mail addresses or domain names in your Safe Recipients List will never be treated as junk e-mail.

You can include your own e-mail address in this list.

<table>
<thead>
<tr>
<th>Safe Recipients</th>
<th>Add</th>
<th>List</th>
<th>Remove</th>
</tr>
</thead>
</table>

- [ ] Treat all e-mail as junk unless it comes from someone in my Safe Senders or Safe Recipients lists, or from senders in my organization
Change Password

Enter your existing password, type a new password, and then type it again to confirm it.

After saving, you may need to re-enter your credentials and log on again. You will be prompted by Outlook Web Access after your password has been changed successfully.

- Domain/User Name: [EditText]
- Old Password: [EditText]
- New Password: [EditText]
- Confirm New Password: [EditText]

E-mail Name Resolution

When resolving names, check first in:
- Global address list
- Contacts

Appearance

To see the color scheme you select, refresh your browser after saving your changes.
- Seattle Sky

Accessibility

If you have low vision and use a screen reader or high contrast settings, you can select the check box below to optimize Outlook Web Access for all subsequent sessions. To update this setting, you must save your changes and log off.
- Use the blind and low vision experience

Deleted Items

- Empty the Deleted Items folder on logoff

Recover Deleted Items

You can recover items that were recently emptied from your Deleted Items folder. Recovered items will be moved back to your Deleted Items folder.

Table:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Deleted On</th>
<th>From</th>
<th>Received</th>
</tr>
</thead>
</table>

There are no items to show in this view.